



## **E-Safety Policy and Acceptable Use Agreements**

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<b>Approved by:</b>	<b>Curriculum Committee</b>
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**E-Safety in school is overseen by the head teacher and supported by the Computing Lead Teacher. This policy should be read in conjunction with the Safeguarding & Child Protection Policy and the Information (Data Protection) Policy which can be found on our website: <https://lordderamores.com/about-us/key-information/policies>**

### **Rationale**

The internet and other digital technologies permeate all aspects of life in a modern technological society. It has become part of everyday life in education, business and social interaction. Internet use is part of the statutory National Curriculum and is a necessary tool for staff and pupils. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning. Similarly, at home, many children have access to a range of technologies and it is part of the responsibility of school, alongside parents, to help to educate children in how to stay safe.

### **Who does the policy apply to?**

This policy applies to all members of the school community (including staff, pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of school.

### **Overall aim**

Our overall aim is that all children at Lord Deramore's will understand how to use the internet effectively and how to stay safe when accessing the internet, both at school and at home.

### **Objectives**

All children at Lord Deramore's should learn:

- that the internet contains an almost infinite amount of information which, when used appropriately, can be educational and entertaining.
- that most of the information on the internet is not verified and therefore has to be checked for accuracy.
- that there is some content on the internet which is inappropriate or even illegal and should be avoided.
- that the internet is a powerful tool for communication which allows us to be in instant contact with people from all over the world.
- that some people misuse the internet to communicate unkind or hateful messages (including cyber bullying) and that these people should be reported.
- that some people on the internet are not who they say they are.
- that a small number of people want to hurt children and could use the internet to make contact with them.

- how (or who) to report content or messages that are inappropriate, harmful or upsetting.
- that harmful and upsetting behaviour online may affect their mental health and that, if this should occur, they know who to speak to.

Through computing and subject lessons, pupils will develop an understanding of the uses, importance and limitations of finding information on the internet.

- Pupils will be taught how to effectively use the internet for research purposes.
- Pupils will be taught to evaluate the information they find on the internet.
- Pupils will be taught how to report inappropriate web content.
- Pupils will develop a positive attitude to using the internet and develop their Computing capability through both independent and collaborative working.
- Pupils have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

Through computing and subject lessons, pupils will develop an understanding of how to use the internet to communicate safely and appropriately.

- Pupils will be taught how to use email/messages effectively, including checking for bogus messages.
- Older pupils will be taught how to share information using collaborative tools, including Google Workspace, and how to comment on other people's posts appropriately.
- Pupils will be taught how to respond to inappropriate comments (cyber bullying). Who to speak to or contact if they experience this.
- Pupils will be taught not to share passwords or personal information.
- Pupils will be taught how to respond to unsolicited attention.

## **Methodology**

E-Safety is part of the National Curriculum for Computing. It is explicitly taught in all year groups as part of the Lord Deramore's Computing curriculum. <https://lordderamores.com/our-curriculum/curriculum> To complement our teaching, we use resources from:

Jigsaw – covering elements of E-Safety through the PSHE sessions, which support the E-Safety taught through computing.

Purple Mash, Espresso Coding and Scratch – online software programs.

www.childnet.com (Adventures of Kara, Winston and the SMART crew)  
(Smartie the Penguin) (Digiduck's Big Decision)  
<https://www.thinkuknow.co.uk/> CEOP Education – e-safety  
<https://www.bbc.com/ownit>  
[www.digizen.org](http://www.digizen.org) (Useful information for parents and teachers)  
<https://nationalonlinesafety.com/> (Useful information for parents and teachers)  
<https://studio.code.org> coding and e-safety

Children, staff and visitors are all made aware of our 'Safe Use of the Internet Guidelines'. (See appendix at the end of this policy). Guidelines are on classroom walls, in the school office and published on the School Website. E-Safety information is also contained within the Staff Handbook and available on the school website.

In class, staff model good internet practices and etiquette.

**In addition:**

- The Computing Lead will run a parent/carers workshop covering e-safety and the computing curriculum.
- A useful tips/information update is regularly included in the school's weekly update newsletter.
- Useful tips/information are regularly updated on the school's website:  
<https://lordderamores.com/information-for-parentscarers/e-safety-information-for-parents-carers>

**Mobile Phones and other handheld technology**

Pupils are only permitted to have mobile phones or other personal handheld technology in school with the permission of the Headteacher. For example, Year 6 may bring a phone to school if they walk to and from school by themselves. If this is the case, the phones must be switched off and handed to the class teacher who stores them safely before handing back at the end of the day.

Older children may need a phone to keep in contact with a parent who is at work or lives in a different house. In cases like these, phones are handed in to the class teacher in the morning and collected at home time.

**Monitoring**

A variety of monitoring strategies are in place to minimise safeguarding risks on internet connected devices and include the following:

1. In line with all City of York schools, there is a 'firewall' preventing harmful material and inappropriate sites from being accessed at school. City of York council are responsible for updating and maintaining this. Smoothwall filtering is provided by CYC as part of you broadband.

Smoothwall provides network monitoring, using log files of internet traffic and web access. It restricts what children (and adults) can access on the internet, to reduce the risk of exposure to inappropriate content/platforms. It keeps a log of what users access on the internet as well as blocking content and categories of content.

2. Children are physically monitored by staff watching screens. Children are not left unattended whilst using devices in school.
3. No system is fool proof, and it is important to not be lulled into a false sense of security. This is why we explicitly teach the children that the school filtering system is designed to stop them seeing inappropriate content but that no system is perfect - so we also teach them what to do if something online makes them worried/scared/uncomfortable i.e. to tell a trusted adult so we can both support the child, and get the system improved. The staff have responsibility to report it to the Computing Leading teacher and the head teacher.

## **Reporting**

All incidents or disclosures will be treated with the utmost care and diligence. Children making disclosures will be given the opportunity to say what they need in a safe space, with no leading questions. However, they will also be told that a member of staff cannot keep their disclosure secret and will have to inform another member of staff. All disclosures should be recorded on CPOMS and brought the Phase Leader and Head Teacher's attention. The school's safeguarding policy will then be followed.

Apparent or actual misuse or illegal activity could include:

- child sexual abuse images
- 'sexting'
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- inappropriate messages or online bullying (mobile phones, social media, email etc)
- other criminal conduct, activity or materials e.g county lines evidence/ FGM etc

Lord Deramore's Primary School  
Safe Use of the Internet Guidelines/Acceptable use  
EYFS & Key Stage 1

# Using Computers and the Internet

Follow these simple rules to keep safe and be fair to others.

- I will be careful with the computers, including making sure my hands are clean before use of equipment.



- I will tap or click on things I have been shown.
- I will check if I can tap/click on things I haven't seen before.



- I will never give out my name, home address, telephone number, or any other information about myself or my family.

- I will tell my teacher if I find any words or pictures which make me feel unhappy or confused.



Lord Deramore's Primary School  
Safe Use of the Internet Guidelines/Acceptable use  
Key Stage 2

# Using Computers and the Internet

At Lord Deramore's, we think that computers are a fantastic aid to learning. That is why we have up to date laptops, Chromebooks and iPads. Follow these simple rules to keep safe and be fair to others.

- I will take good care of all the computer equipment and treat it with respect, including making sure my hands are clean before use of equipment.



- I will use the computers only for school tasks and homework.



- I will not send or receive messages or emails to or from anyone, unless I have the teacher's permission. I know I must never communicate with strangers online.

- Any messages I do send will always be polite and respectful. Before I share, post or reply to anything online, I will T.H.I.N.K.



T= is it true?  
H = is it helpful?  
I = is it inspiring?  
N = is it necessary?  
K= is it kind?

- I will let a teacher know if I find any pictures or writing which make me feel uncomfortable. I know I will not be in trouble for this.

- I will never give out my surname, home address, telephone number, or any other information about myself or my family.
- I will keep my own passwords private and not ask anyone for their password.



# Safe Use of the Internet

## Guidelines/Acceptable use

### All Staff and Visitors

All adults working with ICT equipment in Lord Deramore's School must ensure that they have read and agree to abide by the following rules.

#### For personal use:

- Keep the school passwords private within school.
- Avoid the use of memory sticks or removable storage, and never use an unencrypted memory stick or device to store or transfer personal identifiable information
- Use the official school email accounts for any messages about pupils or staff or school related work. Ensure these and similar (GoogleDrive etc) have been signed out when you have finished and are not displayed in front of children or other adults.
- Ensure all messages sent via the internet are polite and professional.
- Do not store any information about individual children on your computer at home.
- Ensure that home computers have virus checking software so there is no risk of transferring viruses from USB memory sticks.
- Do not open other people's files without their permission.
- Do not release personal details including phone numbers, addresses or personal e-mail addresses of any colleague or pupil.
- Do not reproduce copyright materials without first getting permission from the owner. Many people will make their work freely available for education on request. Acknowledge sources on all resources used.
- Do not attempt to visit sites which might be considered inappropriate in a primary school. All sites visited leave evidence on the computer.
- Use of school Internet access for business, profit, advertising, personal shopping or political purposes is strictly forbidden.
- Do not disclose the school's wifi access arrangements with visitors unless this is unavoidable. Caution should be used and the visitor should read these Safe Use of the Internet Guidelines before going online.

#### When using the Internet with children

- Repeatedly remind children of the rules for safe use of the internet.
- Watch for accidental access to inappropriate materials and report the offending site to the Computing Leading Teacher.
- Ensure children are appropriately monitored at all times when using the internet.
- Ensure you are aware of the children in your class whose photographs may not appear on the website or social media.
- Ensure photographs/videos of children are not named.
- Ensure photographs/videos of children are not stored on personal devices.





# Be smart on the internet



Childnet  
International

[www.childnet.com](http://www.childnet.com)



**S**

**SAFE**

Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.



**M**

**MEETING**

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.



**A**

**ACCEPTING**

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



**R**

**RELIABLE**

Information you find on the internet may not be true, or someone online may be lying about who they are.



**T**

**TELL**

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)



**[www.kidsmart.org.uk](http://www.kidsmart.org.uk)**

KidSMART



Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.

